

PRE-CONSTRUCTION REPORT FORMAT

(SAMPLE)

Project Name: _____

Project # _____

Location: _____

Description of Work to be Performed: _____

Contractor: _____

Contract Amount: \$ _____

Conference Date: ____ / ____ / ____

Location: _____

Items covered During Pre-Construction Conference

- ☐ Attach a list of meeting participants – names and titles
- ☐ General Labor Standards Concepts
- ☐ Grantee's role and responsibilities
- ☐ Contractor's role and responsibilities
- ☐ Section 3 of the Housing and Urban Development Act of 1968
- ☐ Equal Opportunity
- ☐ Submission of weekly payrolls, other reporting requirements, and sanctions
- ☐ Method and time frame for payment
- ☐ Use of subcontractors
- ☐ Submission of Apprenticeship documentation (if applicable)

☐ Prevailing Wage applicable to project (Heavy/Highway, Building, or Both)

☐ Discussion of how dual Federal and State prevailing wage rates apply to CDBG funded projects

☐ Contractor informed of the requirement to pay the higher of the State or Federal wage rate per classification on CDBG funded projects.

Note: In circumstances where the Federal "80/20 rule" is applicable (i.e., when building construction is 20% or less of the total project), rates from the Federal Heavy & Highway determination would be compared with the State Building Trades schedule and the higher of the two rates must be paid.